

FIELD OFFICE CIVIL RIGHTS REVIEW CHECKLIST

Location _____

Date of Review _____

District Conservationist _____

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE - TITLE VI - PROGRAM DELIVERY

CR Responsibilities and Records	<input type="checkbox"/> CR files are maintained, updated and reviewed on a regular basis (to include the last two CR reviews) NOTE: Admin. Coord. normally completes this check prior to on-site review. <input type="checkbox"/> Business Plans and other operating plans, if applicable, have appropriate CR goals, objectives, action items, etc. and are being reviewed and documented <input type="checkbox"/> Do employees participate or provide assistance to any groups or organizations that exclude participation by any person or group?
Training	<input type="checkbox"/> New employees (hired within the last 12 mos.) have received CR training <input type="checkbox"/> Staff meeting minutes/notes to file reflect CR discussions and/or training received <input type="checkbox"/> NRCS staff and District employee training (formal and informal) is documented in the CR files for the last three years <input type="checkbox"/> "List of Items for Annual Review" is being utilized by the field office for both CR and EEO informal training
Public Notification	<input type="checkbox"/> Grassroots organization list has been developed, has the appropriate contact information, is current and utilized for public notification <input type="checkbox"/> Local media outlets documented and utilized <input type="checkbox"/> Methods of public notification used to inform the public (particularly minorities, females and the disabled) about NRCS programs and activities: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <input type="checkbox"/> Non-discrimination statement is used on public notification materials (current statement on most recently produced material) <input type="checkbox"/> "And Justice For All" Poster prominently displayed where it can be seen by all customers entering the office <input type="checkbox"/> Civil rights success stories identified, publicized locally and submitted to the TN-NRCS web site <input type="checkbox"/> Bilingual assistance, appropriate to the location, and sign language contacts have been made and documented to accommodate non-English speaking and disabled customer needs

Outreach	<input type="checkbox"/> NRCS Employees are aware of and understand agency policy on Limited Resource Farmers (LRFs) and providing assistance to the underserved <input type="checkbox"/> Is outreach addressed in NRCS/SCD Business Plans? <input type="checkbox"/> Methods of follow-up contact/evaluation of outreach program (are current outreach methods working effectively?) _____ _____ _____ <input type="checkbox"/> Examples of outreach activities, specifically for minorities, women, limited resource farmers, the disabled, and non-traditional clients _____ _____ _____ _____
Complaints of Discrimination	<input type="checkbox"/> Does the staff know how to process discrimination complaints and where the instructions are located? <input type="checkbox"/> Do employees know the difference between a program delivery complaint (Title VI of 1964 CR Act) and an equal opportunity complaint (Title VII of 1964 CR Act) <input type="checkbox"/> Is the field office staff aware of the bases for which a civil rights discrimination complaint can be filed?
Evaluation of Program Delivery	<input type="checkbox"/> How are potential eligible clients identified or determined by this office? _____ _____ <input type="checkbox"/> What information is utilized as a potential client list and are they coded by race, sex, national origin and disability? _____ _____ <input type="checkbox"/> Is the field office aware of the current census data for their area of responsibility? <input type="checkbox"/> Does program participation data reflect participation by women, minorities and persons with disabilities? (evaluate the last three year's sign-up data on RSNO for each program applicable to the field office, ensure offices are coding and reviewing program participation) Can get some data from ProTracts. <input type="checkbox"/> Are efforts being made to review program participation information and determine parity/disparity? <input type="checkbox"/> Field office assistance, as documented in the field office technical assistance notes and parity reports, indicate employees are working across racial and gender lines. Document findings and reasons for disparity, if applicable.

	<div data-bbox="672 79 1481 577"> <input type="checkbox"/> Conservation District Board make-up for the last three years _____ <div data-bbox="714 184 1481 226"></div> <input type="checkbox"/> Conservation District Advisory Board make-up for the last three years (if applicable) _____ <div data-bbox="714 352 1481 394"></div> <input type="checkbox"/> RCD Council make-up for the last three years (if applicable) _____ <div data-bbox="714 520 1481 562"></div> </div>
<div data-bbox="152 621 516 653"> Partnership Responsibility </div>	<div data-bbox="672 621 1481 1745"> <input type="checkbox"/> Board meeting minutes or other notes reflect annual reminders by the DC to encourage the Board to recruit and/or appoint minorities, females and persons with disabilities to serve on the District Board and of the importance and benefits of diversity. <input type="checkbox"/> What method(s) does the Conservation District Board have in place to encourage eligible females and minorities to seek an elected and/or appointed position as a Board member? _____ <div data-bbox="714 989 1481 1031"></div> <input type="checkbox"/> What are the methods used by the Conservation District Board to inform eligible voters of upcoming elections? _____ <div data-bbox="714 1157 1481 1199"></div> <input type="checkbox"/> How has the field office encouraged minorities and females to participate in the electoral process? _____ <div data-bbox="714 1325 1481 1367"></div> <input type="checkbox"/> Does the current Conservation District Board make-up reflect the community's make-up? <input type="checkbox"/> Are there minorities and females on the list of nominees for election/appointment to the Conservation District Board? (If the demographics reflect minorities and females) <input type="checkbox"/> Mutual and Cooperative Working Agreements are on file <input type="checkbox"/> Board meeting minutes or other notes reflect annual reviews of the nondiscrimination provisions of the Mutual and Cooperative Working Agreements </div>

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE - TITLE VII - EQUAL OPPORTUNITY	
Employee Awareness	<input type="checkbox"/> Sexual Harassment poster prominently displayed where it can be seen by both customers and employees <input type="checkbox"/> Current TN CR poster (listing DCRO, CRLO, CR Committee Chair and SEPMs) displayed where it can be seen by employees <input type="checkbox"/> Field office staff is aware of the TN CR web page and utilize it for information <input type="checkbox"/> Staff meeting minutes or other notes reflect EEO discussions and/or training received <input type="checkbox"/> Field office staff is aware of the SEPMs and CR Committee members and their activities <input type="checkbox"/> Does the field office do anything specific to promote SEPM and CR Committee activities? _____ _____ _____ _____
EEO Counseling, Mediation and Complaints	<input type="checkbox"/> EEO Counseling poster is displayed where it can be seen by employees <input type="checkbox"/> Mediation poster is displayed where it can be seen by employees <input type="checkbox"/> Do employees understand the EEO counseling and complaint process and do they know where the instructions are located? <input type="checkbox"/> Do employees know how to contact an EEO counselor? <input type="checkbox"/> Do employees understand the Mediation process and know how to contact a mediator? <input type="checkbox"/> Documentation exists that EEO Counseling, Mediation and Complaint material (brochures, bulletins, etc.) has been reviewed by the field office staff

NOTES/ADDITIONAL COMMENTS:

Accessibility was addressed in the 2004 comprehensive review of the state. Several offices need action and the Leasing Specialist has the details and actions needed.